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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Reorganization of the Organization and Methods Service

REFERENCES: (Attached as Tabs)

Tab A - Memorandum, and attachment, from the AD (Personnel) to the DD/A, subject as above.

Tab B - Survey Report on the Organization and Methods Service.

1. At your request, further discussions were held with the Comptroller concerning the original proposal for the establishment of 3 Assistant Management Officers submitted by the Chief, O&M Service, under date of 2 March 1953 (attachment to TAB A). The functional statements as originally proposed by the O&M Service have been modified personally by the Comptroller to reflect the Comptroller's line responsibility over the O&M function consistent with [REDACTED]

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2. During the recent discussions the Comptroller indicated that while the original submission of the Chief, O&M Service, was not clear on the point, he (the Comptroller) wishes to have considered at a later date the establishment of a position of Special Assistant for Management Planning. A recent management survey of the O&M Service (TAB B) indicated the need for the eventual establishment of such a position to undertake the over-all planning responsibilities of the O&M programs, since the Chief, O&M Service, must spend a major portion of his time on over-all administration, staff supervision and inter-agency and inter-departmental committee assignments. It was agreed that at such time as the Comptroller may wish to submit a formal request, this Office would consider the proposal.

3. It is again recommended that the three "Assistant Management Officer" positions, GS-15, be approved on the basis of their anticipated individual responsibilities for the prosecution of

management programs within the respective Directorates of the Agency, with the qualification that the positions be individually reviewed in approximately six months time. As indicated in our original memorandum, the position of Deputy Chief, O&M Service, GS-15 and two positions of O&M Examiners, GS-14 will be eliminated from the current T/O to provide the required spaces. No change in ceiling is involved.

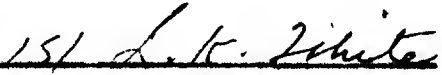
  
Assistant Director (Personnel)

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2 Attachments  
As stated

Action by Approving Authority

Date \_\_\_\_\_  
Approved (Disapproved),  
Exceptions, if any

  
Assistant Deputy Director  
(Administration)

Distribution:

- 1 - AD/P
- 1 - PD
- 1 - O&M
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Security Information

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

missing Attachment 1a, A, B,